

# ANNOUNCEMENTS

10/14/16

## MARKETING

**40 Acts of Kindness:** Reminder that if you are holding any special functions or drives (clothing, food, school, etc.) to send photos and information to the marketing team (Noelia and Heather). We are a little over ½ way to our goal of 40 Acts of Kindness!

## ACCOUNTING

**Write offs:** please remember that when you are completing your month end for October to follow the new write off and bad debt collection policy and procedures. Jackie sent a reminder on 10/5 and has uploaded all the information on our PB Bell website.

## HUMAN RESOURCES

The end of the year is fast approaching and as a reminder employees are only allowed to rollover up to a certain amount of Paid Time Off Days/Hours each year (see chart below).

### PTO ROLLOVER

<u>Employment</u>	<u>Rollover Days/Hours Allowed</u>
1st year through 5th year	10 / 80
6th year through 10th year	15 / 120
11th year through 25th year	20 / 160
26th year and more	25 / 200

Please check your current PTO balances and add the number of PTO hours you will earn through year end to see if you will be over the maximum limit at the end of the year. In Stratustime, you can check your current PTO balance on your employee home screen under the Time off icon.



You can check your future balance by going in and requesting time off. You can change the date to a future date and it will take into consideration all time off requests that have been approved and all accruals you will receive between now and then. If you are not intending to take that time off, cancel rather than submit.

The payroll system will automatically delete any PTO hours over the maximum limit at year end, so please make sure you schedule time off before then if this will affect you.

Please contact Jennifer ([jpyszynski@pbbell.com](mailto:jpyszynski@pbbell.com)) 480-607-2457)

OR

Nancy ([nknihsy@pbbell.com](mailto:nknihsy@pbbell.com)) 480-607-2434)



**Time Off Request**

**Step 1 - Select a Type:**

Type:	Current Balance:
Scheduled Paid Time Off	41.18

**Step 2 - Choose When:**

Date Range:	Start Balance	
12/08/2016 - 12/08/2016	51.66	
Start Time	Hours Per Day:	End Balance
08:00 AM	8:00	43.66

Include Weekends

Total work hours on 12/08/2016 : 0.00

**Step 3 - Submit the Request:**

Notes

### IT/SYSTEMS

**Friendly Reminder:** Sites, please do not allow residents to use the leasing office computers. Due to the sensitive nature of information processed on leasing computers, we cannot allow residents to use property computers in the leasing offices. Setting up a guest account does not provide sufficient protection against malicious or even unintended data compromise. You should inform your residents that this policy is necessary to ensure the safety of their private data as well as that of their neighbors.

**TRAINING**

**Help Desk Tickets – Grow**

Class cancellations no longer have to be approved by your PD. Your PD will be added to the ticket for notification only. Please make certain to enter all of the information required when you submit a Help Desk Ticket for canceling a class including:

- Name of employee
- Date of class
- Reason for cancellation

**Do you know** the difference between a Co-Signer and a Guarantor?

Stay tuned for some upcoming policy and procedure changes that you are going to love!



Congratulations to our 3<sup>rd</sup> Quarter Superstar Gift Card (\$250) Winners!  
(Gift Cards will be delivered to the winners)

Maintenance - Values and Actions  
Christina Arambula from Sonoma Villas

Exceeds Expectations - Shop Scores 95% and above  
There were no entries this quarter

Leasing Superstar  
Taylor Parsons from Lakeside

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**Bell Behaviors**

#8 Never stop growing.